

**CITY OF BURIEN, WASHINGTON
MEMORANDUM**

DATE: May 23, 2008
TO: Mayor McGilton and City Council
FROM: Scott Greenberg, AICP, Community Development Director
SUBJECT: Quarterly Permit Activity Report—1st Quarter 2008

1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:

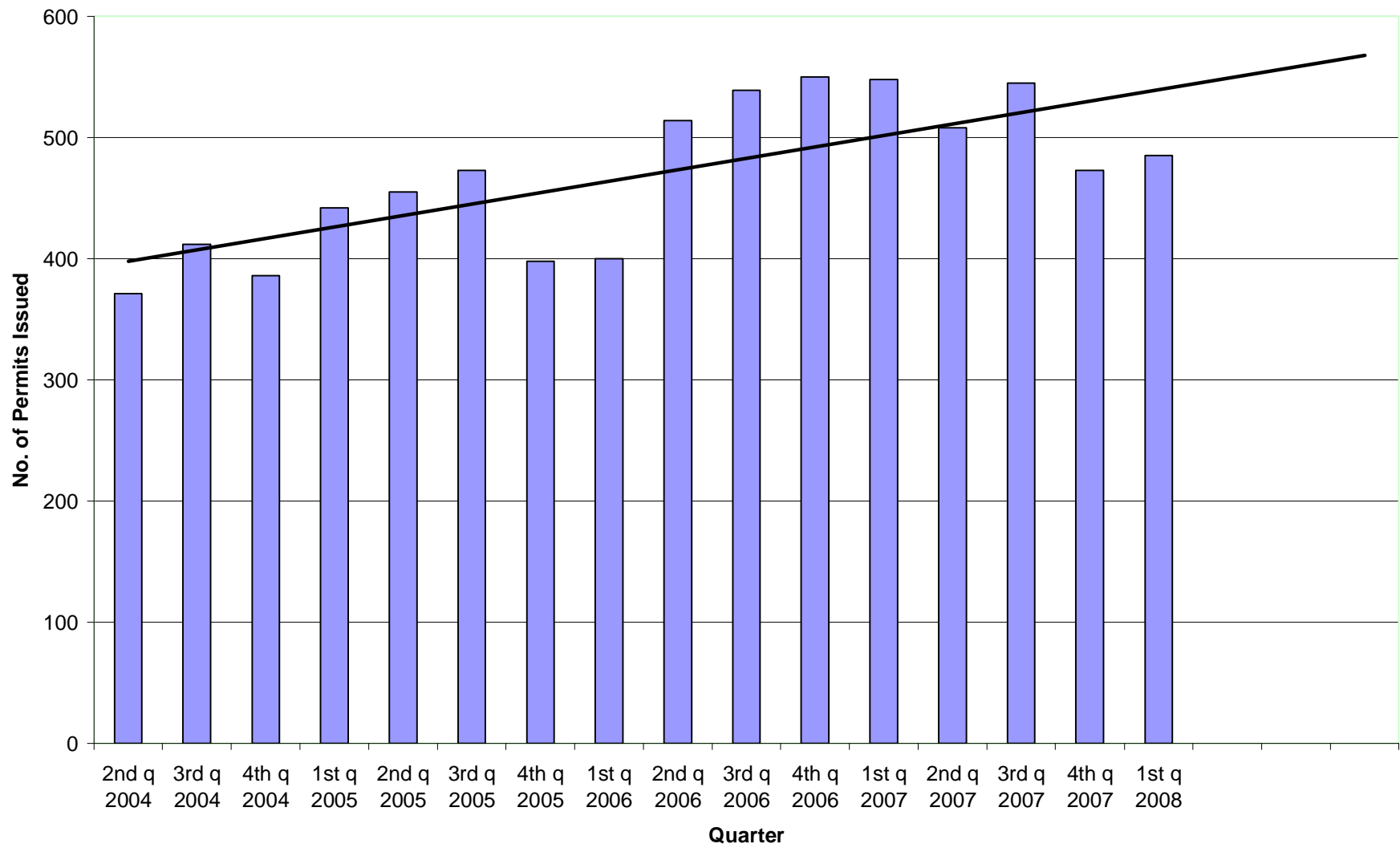
The chart below shows the number of different construction-related permits issued over the past two years, along with the revenues generated by those permits.

ISSUED PERMITS	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 st q 2007	2nd q 2007	3rd q 2007	4th q 2007	1st q 2008
Building	52	117	128	98	62	100	92	81	123
Demolition	2	2	3	2	12	8	15	5	10
Electrical	137	162	150	178	242	191	187	165	156
Fire Protection	16	13	16	20	25	8	24	19	14
Clear and Grade	0	0	0	0	0	0	0	0	0
Mechanical	64	61	73	66	61	61	65	66	49
Plumbing	30	30	33	42	21	26	28	42	39
Right-of-Way	73	90	95	113	107	85	108	72	74
Sign	26	39	41	31	18	29	26	23	20
TOTALS	400	514	539	550	548	508	545	473	485
Revenues	\$149,498	\$247,229	\$305,063	\$304,006	\$295,110	\$229,807	\$177,751	\$213,513	\$243,162
Valuation	\$6,031,000	\$25,082,000	\$21,835,000	\$12,360,000	\$37,016,121	\$16,684,539	\$25,179,575	\$18,694,631	\$11,840,339

CONSTRUCTION-RELATED PERMITS ISSUED--ANNUAL SUMMARY:

	2005	2006	2007
Permits Issued	1768	2003	2074
Total Revenues	\$683,345	\$1,005,796	\$916,181
Total Valuation	\$39,484,000	\$65,308,000	\$97,574,866

Quarterly Permit Issuance



2. CONSTRUCTION-RELATED PERMITS—PROGRESS IN MEETING TARGET APPROVAL DATES

The Community Development Department has adopted a set of “target approval dates” for the review and approval of many of our construction-related permits. These timelines are goals that we strive to meet on a daily basis. We have been tracking progress in meeting these goals since October, 2006. The following chart shows types of permits that are being tracked along with the review target and what percentage of these permits were reviewed and approved within the established target. In the 1st quarter we issued 97% of permits “on-time”. The review periods exclude time the city was waiting for an applicant to respond to a correction letter, and time the applicant requested we hold the permit after it was approved for issuance (common with large multi-permit projects)..

ISSUED PERMITS	Target Approval Date	1 st q 2007	2 nd q 2007	3 rd q 2007	4 th q 2007	2007 Totals	1 st q 2008
Building Permits							
Single-Family New	6 weeks	83%	89%	82%	86%	85%	80%
Single-Family Addition	6 weeks	100%	96%	100%	93%	97%	100%
Single-Family Remodel	4 weeks	100%	89%	88%	96%	92%	97%
Multi-Family/Commercial New	10 weeks	100%	50%	100%	n/a	80%	100%
Multi-Family/Commercial Tenant Improvement	6 weeks	93%	100%	100%	100%	99%	93%
Building Permits--TOTAL		95%	93%	92%	96%	94%	94%
Other Permits							
Electrical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%	99%	100%	98%
Mechanical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	92%	100%	100%	98%	96%
Plumbing Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	93%	95%	97%	95%
Sign Permits	2 weeks	100%	97%	92%	83%	93%	100%
ALL PERMITS		99%	97%	97%	97%	98%	97%

*-None issued during period

3. E-PERMITS

In the 4th quarter of 2006, the City began accepting and issuing simple electrical, mechanical, plumbing and re-roof permit applications online through <http://www.mybuildingpermit.com>. Online submittal and issuance of permits is an expanding technology that directly benefits our customers.



As shown below, the number of applications being submitted and issued online has been increasing over the past 12 months. The percentages shown are percent of the total number of permits of that type that were issued. Not all permits or permit types are currently eligible for online permitting (such as building permits, sign permits and other permits that require plan review). While our number of online permits currently represent a small portion of the total permits we issue, we expect online use to continue to grow and are working with our e-gov alliance partners to expand the online permit program to other types of permits. We are about average compared to our e-gov partners in the percentage of permits being submitted online.

E-PERMITS ISSUED	4 th q 2006	1 st q 2007	2 nd q 2007	3 rd q 2007	4 th q 2007	2007 Totals	1st q 2008
Building (Re-roof)	0	0	0	1	1	2	6
Electrical	6 (4%)	10 (4%)	27 (14%)	33 (17%)	26 (16%)	96 (13%)	6 (26%)
Mechanical	6 (10%)	23 (38%)	21 (34%)	28 (32%)	32 (48%)	104 (46%)	24 (62%)
Plumbing	8 (20%)	6 (30%)	7 (27%)	7 (25%)	11 (26%)	31 (32%)	15 (52%)
TOTALS	20 (5%)	39(10%)	55 (13%)	69 (25%)	70 (26%)	233 (22%)	45 (46%)

4. MAJOR CONSTRUCTION PERMITS ISSUED IN 1st QUARTER (over \$400,000 valuation; excluding single-family):

Permit No.	Address	Project or Applicant	Project Description	Valuation	Issued
MEC-07-2113	15100 6 th Av. SW	Burien Town Square, Parcel 1	Mechanical permit	\$572,000	1/3/08
BLD-07-1028	209 SW 148 th St.	Burien Transit Center	New Burien transit center	\$4,716,300	2/13/08
BLD-08-0149	543 S. 150 th St.	Highline Village	Site improvements for 35 unit housing project	\$519,682	3/11/08
BLD-08-0051	457 SW 148 th St.	Burien Town Plaza	Demolition and space reconfiguration for Ace Hardware	\$750,000	3/21/08

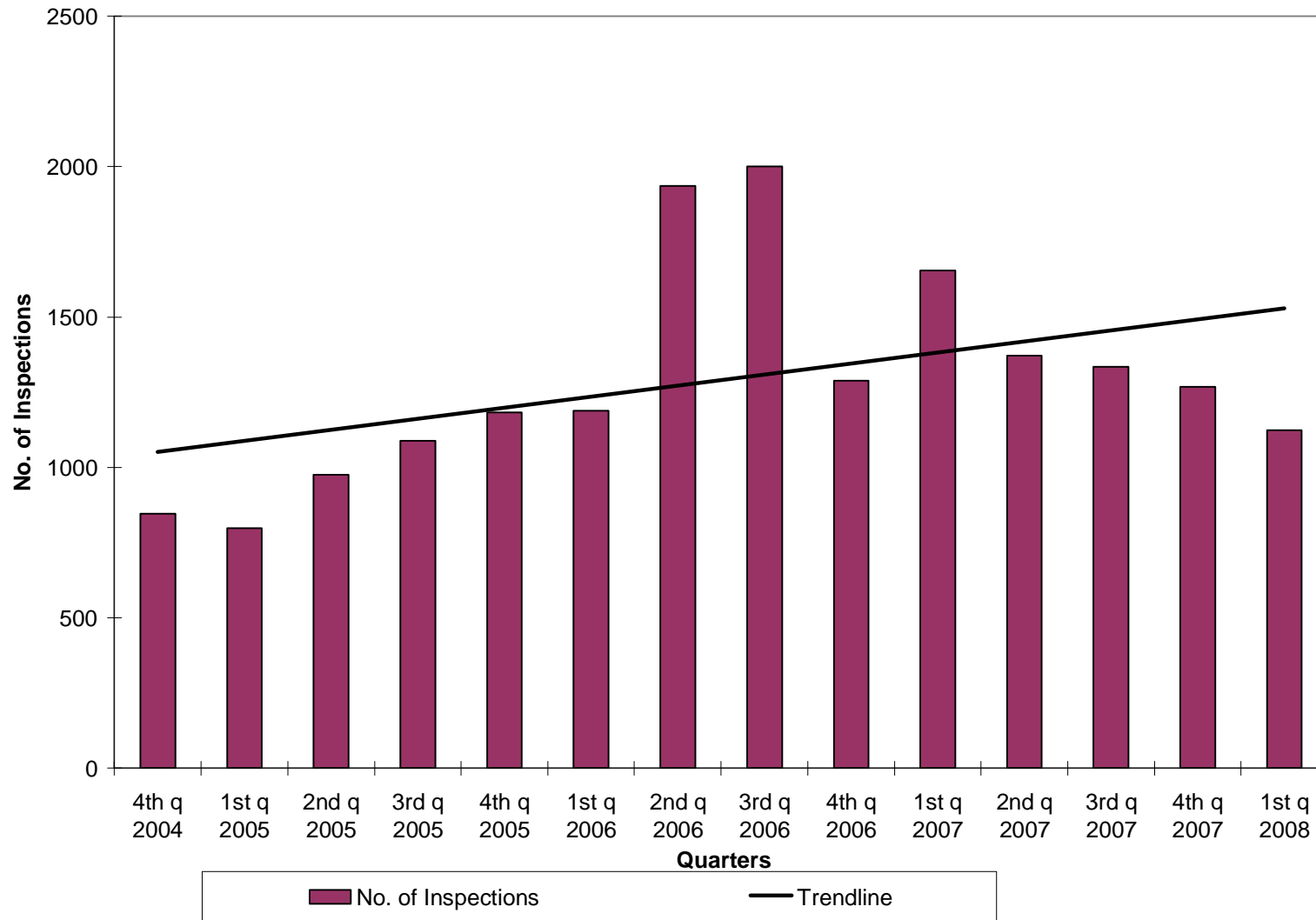
5. CONSTRUCTION INSPECTIONS:

Burien has three full-time inspectors. These inspectors perform a variety of building, electrical, plumbing and mechanical inspections. The inspectors spend an average of 5 hours per day on inspections and related activities (such as entering inspection results, communication with applicants, driving between inspections, etc.) and about 3 hours per day answering phone calls, doing plan reviews and assisting at the permit counter. Each inspection averages 45 minutes to an hour (or more for large commercial projects), allowing for an average of up to 5 to 7 inspections per day per inspector. During peak times or vacations, 10-15 inspections per day is common. This reduces the amount of time the inspectors can spend in City Hall with their other duties.

Currently, inspection requests are called into a voice mail system (206-248-5525), where they are manually removed and written on paper by the inspectors. At the end of each day, the inspection information is manually entered into our tracking system. We are working with our e-gov alliance partners on an online inspection request system that could eventually be fully integrated with our tracking system—eliminating the manual entry of inspection requests. A future addition could be wireless laptop computers for each inspector, who can enter information in the field, directly into the tracking system.

INSPECTIONS	2005 Totals	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	2006 Totals	1st q 2007	2nd q 2007	3rd q 2007	4th q 2007	2007 Totals	1st q 2008
No. of Inspections	4046	1189	1936	2000	1289	6414	1655	1371	1335	1269	5630	1124
No. of work days	251	62	64	63	60	249	62	64	63	62	251	62
Average No. of inspections per day per inspector	8.1	6.4	10.1	10.6	7.2	8.6	8.9	7.1	7.1	6.8	7.5	6.0
No. of inspectors	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Inspections Per Quarter



6. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:

In January, 2006, Burien began providing plan review and inspection services to the City of Normandy Park. These services are provided by Burien's Building Official and our three inspectors. The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park:

INSPECTIONS	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	2006 Totals	1st q 2007	2nd q 2007	3rd q 2007	4th q 2007	2007 Totals	1st q 2008
No. of Plan Reviews	4	9	29	6	48	17	21	16	23	77	15
No. of inspections	136	131	200	205	672	221	272	402	347	1242	392
No. of work days in quarter	62	64	63	60	249	62	64	63	62	251	62
Average No. of inspections per day	2.2	2	3.2	3.5	2.7	3.6	4.3	6.4	5.6	4.9	6.3

7. LAND USE PRE-APPLICATION MEETINGS:

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 4 pre-application reviews. Staff from planning, building, public works, fire, and police attends as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process. The following chart shows the number of pre-application reviews by project type.

Pre-Application Project Type	2005 Totals	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	2006 Totals	1st q 2007	2nd q 2007	3rd q 2007	4th q 2007	2007 Totals	1st q 2008
Short Plat (4 or fewer lots)	28	3	7	4	4	18	6	3	2	3	14	4
Subdivision (5 or more lots)	3	0	4	2	1	7	0	3	1	1	5	1
Multi-Family	4	0	1	0	3	4	1	0	0	0	1	
Critical Area Review— Single-Family	19	3	4	2	2	11	2	4	4	7	17	1
Critical Area Review—Other	2	0	2	0	1	3	1	0	0	0	1	
Commercial/Mixed Use— New	14	1	2	3	1	7	2	4	0	2	8	3
Commercial/Mixed Use— Addition, Renovation	3	1	1	2	0	4	3	0	3	1	7	
Change of Use	3	0	1	0	0	1	1	0	0	0	1	1
Other	7	3	2	2	3	10	1	1	0	0	2	2
TOTALS	83	11	24	15	15	65	17	15	10	14	56	12

8. LAND USE APPLICATIONS:

We received the following types of planning and land use applications, categorized as shown below.

Project Type	2005 TOTALS	1 st q 2006	2 nd Q 2006	3rd Q 2006	4th Q 2006	2006 TOTALS	1 st Q 2007	2 nd Q 2007	3rd Q 2007	4th Q 2007	2007 TOTALS	1 st Q 2008
Accessory Dwelling Unit	11	1		2		3	1	4		6	11	5
Critical Area Review—Admin.	1	3		2		5	1	3		3	7	1
Critical Area Review—Type 1	7	2		1		3	2				2	
Lot Line Adjustment	7			1	1	2	7	3	3	2	15	1
Land Use Review—Type 1	9	6	4	4	1	15	2	2	5		9	1
Land Use Review—Type 2	3					0			1		1	
Land Use Review—Type 3	2	1			2	3					0	
Master Sign Plan	1			1		1	1				1	1
Multi-Family Tax Exemption	0					0	1				1	
Rezone	0		1			1					0	
Shoreline Exemption	2		2	1	1	4		2	3	2	7	1
Short Plat--Preliminary	18	1	6	4		11	5	1	4	1	11	2
Short Plat--Final	8	1	3	2	3	9	4	3	2	6	15	1
Subdivision--Preliminary	3		1	1	1	3		1	2	1	4	
Subdivision--Final	1			1	2	3					0	
Tree Removal Permit	15	3	2	4	7	16	2	5	5	5	17	2
Temporary Use Permit	13	2	4	3		9		3	3	1	7	
TOTALS	101	20	23	27	18	88	26	27	28	27	108	15

9. LAND USE DECISIONS:

We issued 2 planning/land-use related decisions in the 1st quarter of 2008. The following lists the planning and land use-related decisions that have target issuance dates.

APPLICANT	PERMIT NUMBER	REVIEW PROCESS	REVIEW TARGET (days)	CITY REVIEW TIME (days)	MET TARGET?
Feeney Subdivision	PLA-07-1796	Type III--Subdivision	120	136	No
Victor Pham Multi-Family	PLA-07-1780	Type II—Apartments	120	102	Yes
AVERAGE				119	
MEDIAN				119	

Type I Review: Administrative (Director) decision

Type II Review: Hearing Examiner hearing and decision

Type III Review: Hearing Examiner recommendation and City Council decision

LAND USE DECISIONS--ANNUAL SUMMARY:

	2000	2001	2002	2003	2004	2005	2006	2007
Number of Decisions Issued	16	14	34	20	28	43	34	30
Percent Issued By Target Date	69%	50%	65%	68%	79%	74%	79%	67%